*NB: Unofficial translation, valid only in Azerbaijani*

**DRAFT**

Approved by the order N\_\_\_\_ dated\_\_\_\_\_\_2016 of the Minister of Education of the Republic of Azerbaijan

**REGULATIONS**

**on the Scientific Council of higher education institution**

1. The Regulations on the Scientific Council of higher education institution (hereinafter referred to as “the Council”) was developed in accordance with the “Law on Education” of the Republic of Azerbaijan, the “Sample Regulations of Higher education institution” approved by the decision #9 dated 21 January 2011 of the Cabinet of Ministers of the Republic of Azerbaijan, and other legislative acts.

2. The Council is the supreme governing body of higher education institution. The Council exercises overall supervision of higher education institution.

3. The Council serves 3 years. The Council may be dismissed and reorganized before the end of its term upon the demand of 2/3 of its members, or the decision of founder.

4. The members of the Council include those who are selected because of their position, and those who are elected.

5. The rector (chairman), vice-rector for academic affairs (deputy chairman), other vice-rectors, directors of branches, scientific research institute and colleges functioning under the higher education institution, deans, scientific secretary of higher education institution, chairmen of Trade Union Committees (of employees and students), Student-Scientific Societies and Student Youth Organization are selected in the Council because of their positions.

6. The number of elected members of the Council shall be 20% higher than those selected to the Council because of their positions. Students shall comprise 20% of the elected members. The departments, branches and scientific research institutes of higher education institution shall be proportionally represented depending on the number of their teaching staff, scientific employees and students.

7. The elected members of the Council are elected as follows:

7.1. The members of the Council elected from teaching staff and scientific employees are elected in the general meeting of teaching staff and scientific employees of each faculty, branch and scientific research institutes by confidential voting. The head of the relevant structure chairs the general meeting. The elected student members are elected in the general meeting of the representatives of faculty’s (structural unit) Student Trade Union Organization by confidential voting. The head of Student Trade Union Organization chairs the general meeting.

7.2. The general meetings are valid when 2/3 of members with voting rights participate.

7.3. The general meetings hear information on each candidate participating in the elections.

7.4. The name and surname of candidates are included in the same ballot (sample 1).

7.5. Vote in favour or against the candidate is given by leaving intact or removing his/her name in the ballot. Each voter has as many votes as the number of seats allotted for the faculty, branches, and scientific-research institutes. The ballot is invalid if the number of the names left intact in the ballot is higher than the number of allotted seats.

7.6. The general gathering selects a vote-counting commission of 3-5 people prior to the elections in order to count the votes. The vote-counting commission declares the results for each candidate separately, and its protocol is approved by the general gathering and added to the election documents.

7.7. The candidates who collected over 50% of votes for the seats allotted for the faculty, branches and scientific-research institutes are elected to the Scientific Council.

7.8. İf the number of candidates who collected over 50% votes in the first run of elections is less that the number of seats allotted for faculty, branches and scientific-research institutes, the candidates with the most votes are allowed to enter the re-election in that gathering. The number of candidates allowed to enter the re-election shall be (at least one person) more than the number of empty seats.

7.9. If there are unfilled seats after the re-election, new elections are held for those seats and previous candidates are allowed to enter the elections.

7.10. The elections-related complaints may be submitted to the rector or the founder of higher education institution in the course of 3 days after the elections.

7.11. İf violations of election rules are identified, the founder as well the rector of higher education institution may rescind the results of the elections.

7.12. When the elected member of Scientific Council leaves (upon his/her application to leave the council membership, in case of death) or is dismissed (upon not attending the 3 consecutive meetings of the Scientific Council for inexcusable reasons, violating the rules of regulations and order) from the Scientific Council, the vacant position may be filled by the representative of that faculty, branches and scientific-research institutes elected in snap elections.

8. The composition of the Scientific Council is approved by the founder. Changes may be made to the composition of the Council on the order of the founder upon the submission by the rector of higher education institution.

9. The rights and responsibilities of the members of the Scientific Council are as follows:

- to regularly participate in the meetings of the Scientific Council and to strictly comply with its regulations;

- to submit proposals on the issues included in the agenda and annual work plan of the Scientific Council;

- to give lectures, speeches and proposals related to the issues under discussion;

- to take part in confidential and open voting held in the meetings of the Scientific Council;

- to be elected a member to the commissions set up within the Scientific Council and be a part of their activities;

- to raise a petition to dismiss and reorganize the Scientific Council as well as to have an emergency meeting.

10. The scientific Council of the higher education institution:

* + discusses and approves the regulations on the organization of the work of the Scientific Council;
  + selects a secretary from the members of the Scientific Council in order to supervise the organization of the work of the Council, to arrange and record the meetings and implementation of decisions;
  + establishes educational and scientific, social-economic and financial economic as well as disciplinary commissions, hears their reports and takes the relevant decisions;
  + accepts the regulations of the higher education institution, submits proposals on modifying or changing the regulations;
  + reviews the strategic development programme of the higher education institution, submits proposals and takes decisions;
  + reviews education, cultural-awareness, publication, treatment-diagnostics, financial-economic, scientific-manufacturing, social activities of the higher education institutions and takes relevant decisions;
  + reviews international activity and foreign relations’ issues of the higher education institution and takes relevant decisions;
  + approves internal disciplinary rules for the staff of the higher education institution;
  + approves the regulations, guidelines related to the activity of the higher education institution, as well as disciplinary and ethical behaviour rules of learners and education providers and other regulatory documents;
  + reviews issues on defining the structure of the higher education institution, making modifications and changes, creating, termination, reorganization of scientific research institutes, faculties, chairs and other structural units of higher education institution, submits proposals and takes relevant decisions;
  + hears the annual report of the rector on the activity of the higher education institution;
  + reviews training, in-service training and retraining of scientific-pedagogical and scientific specialists, takes decision on the issues related to training and upbringing and scientific research works;
  + discusses and approves the topics of doctoral dissertations and their work plan;
  + reviews issues on training of specialists in faculties, scientific research activity and material and technical resources of the chairs and takes relevant decisions;
  + hears the faculties’ reports on teaching, scientific-research and upbringing issues;
  + reviews complaints related to the decisions of the faculty’s Scientific Council and takes final decisions;
  + takes decision on the approval of teaching plans;
  + defines the rules of attestation of learners, including rules of organization of examination in accordance with the implementation of final attestation;
  + raises a petition before the relevant authorities for awarding scientific titles of professor, assistant professor and chief scientific employee as well as honorary titles, awards, order and medals of the republic;
  + awards honorary titles of professor and doctor of the higher education institution;
  + selects chief scientific employees of the higher education institution, and reviews issues of dismissing them from their positions prematurely;
  + takes decision on giving awards of the higher education institution for the scientific work and pedagogical activity;
  + reviews issues related to professor-counsellor position;
  + takes decision on publication of textbooks, teaching aids, teaching methodical aids, monographs and education programmes in the defined manner;
  + defines the rules on assigning targeted stipends in line with the existing norms;
  + reviews other issues related to the activity of the higher education institutions and takes relevant decision.

11. The Scientific Council develops work plans for the academic year and each semester. The work plan of Scientific Council is discussed in the meeting and approved by the rector.

12. Meetings of the Scientific Council are held once a month during the academic year. An emergency meeting may be held upon the request of the chair of the Scientific Council or 2/3 of council members.

13. Education, science and social issues-related decisions of the Scientific Council are taken in the open voting; decisions on selection and dismissal of chief scientific employees, as well as awarding scientific titles of professor, assistant professor and other honorary titles are taken in the confidential voting in the defined manner.

14. The meeting is valid when 2/3 of the members of the Scientific Council are present. The decision is taken when over 50% of the present members of the Scientific Council vote in favour of the issue under discussion.

15. The decisions of the Scientific Council take effect upon being approved by the rector of higher education institution.

16. The meetings of the Scientific Council are recorded, and signed by the chair and scientific secretary of the Scientific Council, and kept in accordance with the existing rules.

17. The chair of the Scientific Council supervises the implementation of the decisions of the Council and informs the Council members on the implementations of the decisions.

18. If it is revealed that there was a violation of procedure in the process of decision making by the Scientific Council, and the decision is not objective or conflicts with the legislation, the decision of the Scientific Council is rescinded by the founder of that higher education institution.

19. A complaint may be filed to the founder or court regarding the decision of the Scientific Council that conflicts with the legislation.

**SAMPLE 1**

**Ballot**

on confidential voting in the general meeting dated ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

*(date, protocol number)*

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to the Scientific Council

*(name of the structural unit)*

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of higher education institution)

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| Order # |  |
| 1. |  |
| 2. |  |
| 3. |  |

Name and surname of a candidate shall be left intact (if voting in favor) or be crossed out (if voting against).